



## **Banking Systems Specialist**

### **Job Description**

A pro-active leader, with a minimum of five years of experience with Fiserv Precision and/or Premier platforms, that optimally utilizes the current and new applications and software within the information systems area of the organization.

### **Essential Functions:**

- Streamline and standardize processes, while coordinating with other departments.
- Manage, evaluate, and complete core system change requests
- Maintain and update documentation based on recommendations from Management.
- Deploy, test, and train new/upgrades within the deposit, loan and electronic applications. Communicate appropriate changes to affected personnel and departments.
- Actively participate in all phases of the Change Management Process, as allowed by internal controls.
- Implement, monitor, test, train and complete projects within timelines given by management. Verify that all facets of the project are working seamlessly.
- Serve on various committees.
- Enforce compliance with standards/procedures.
- Maintain Employee Security for core and other applications.
- Provide personnel with required system/network training within the organization.
- Establish a two-way communication between departments and systems.
- Schedule/coordinate/attend required meetings.
- Provide information for Internal and External Audits.
- Provide information for Examinations/Examiners.
- Provide support for the organization's software.
- Responsible for internal controls in the Information Systems area
- All other duties as assigned

### **Status/Standard Schedule:**

Salary position generally Monday through Friday. Will require evenings and weekends depending on program upgrades and project schedules.

**Knowledge & Experience:**

- Minimum of five years of Fiserv Bank Systems experience required – Precision or Premier preferred
- Experience with Director and Director Unity Client
- Customer Service Experience
- Deposit Operations experience
- Excellent Communication skills to interact with others to resolve issues.
- Accurately analyze and troubleshoot issues and problems.
- Good organizational skills
- Time management
- Leadership
- Ability to maintain composure in stressful situations

**Education/Training:**

Bachelor's Degree in related field and 5+ years of related experience using Fiserv and Director.

**Personal Attributes:**

- Effective interpersonal skills and relationship-building skills
- Strong written and oral communication skills
- Self-motivated and directed
- Keen attention to detail
- Experience working in a team-oriented, collaborative environment
- Strong customer-service orientation

**Work Environment:**

Work environment is generally indoors, but may require travel to other facilities, events and functions outside the normal office environment.